

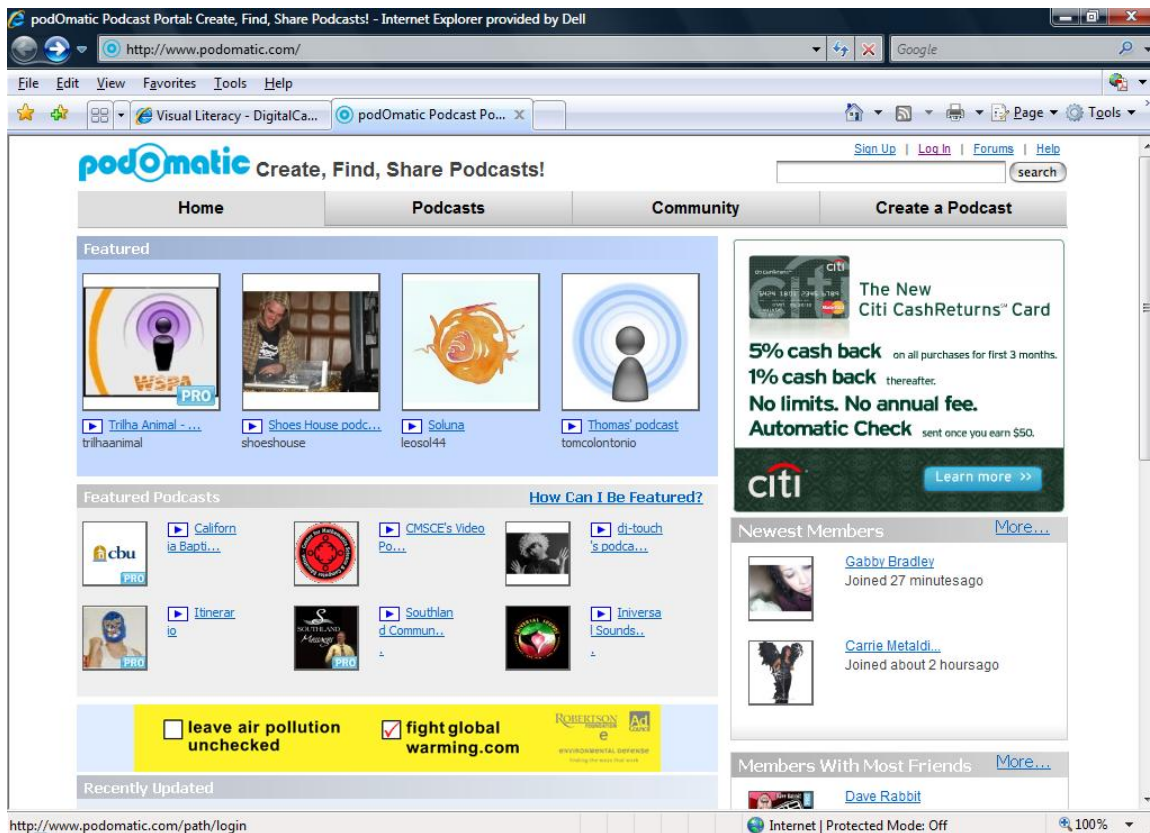
Podomatic - Step by Step Instructions

Participants should have a photo of themselves in electronic format and have access to a web-based e-mail system so that can receive e-mail notifications from PodOmatic.

Create a free PodOmatic account

Open **Internet Explorer** and have students browse to the website <http://www.podomatic.com>.

Click on **Log In** in the upper right-hand corner.



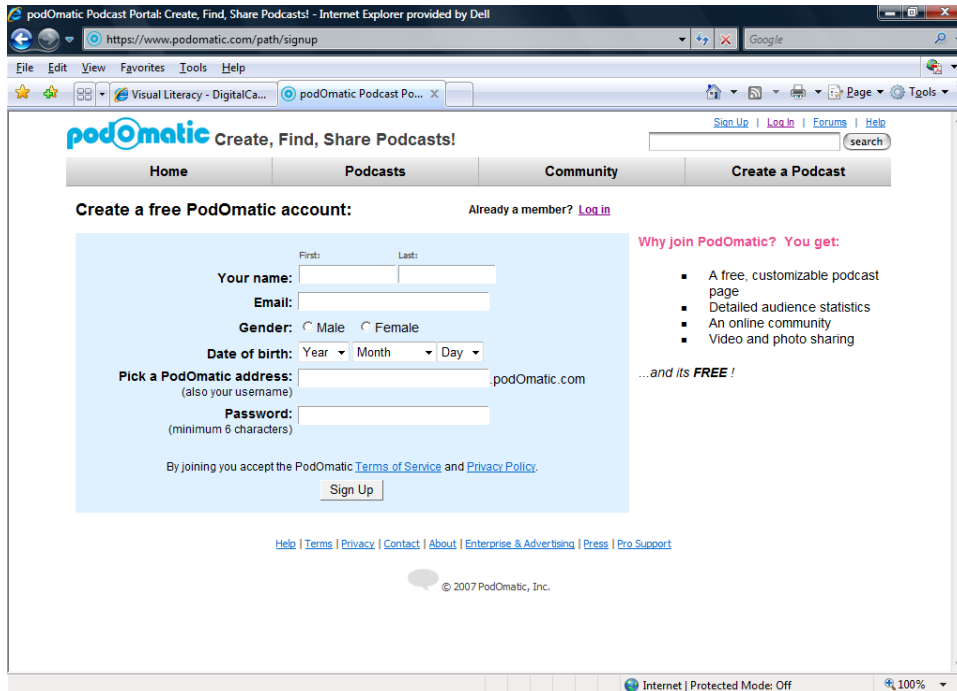
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Click on the **Create a free account** link.



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Fill in the information and click on **Sign Up**. Write down your username and password so that when you return to the site you will already have the information handy.

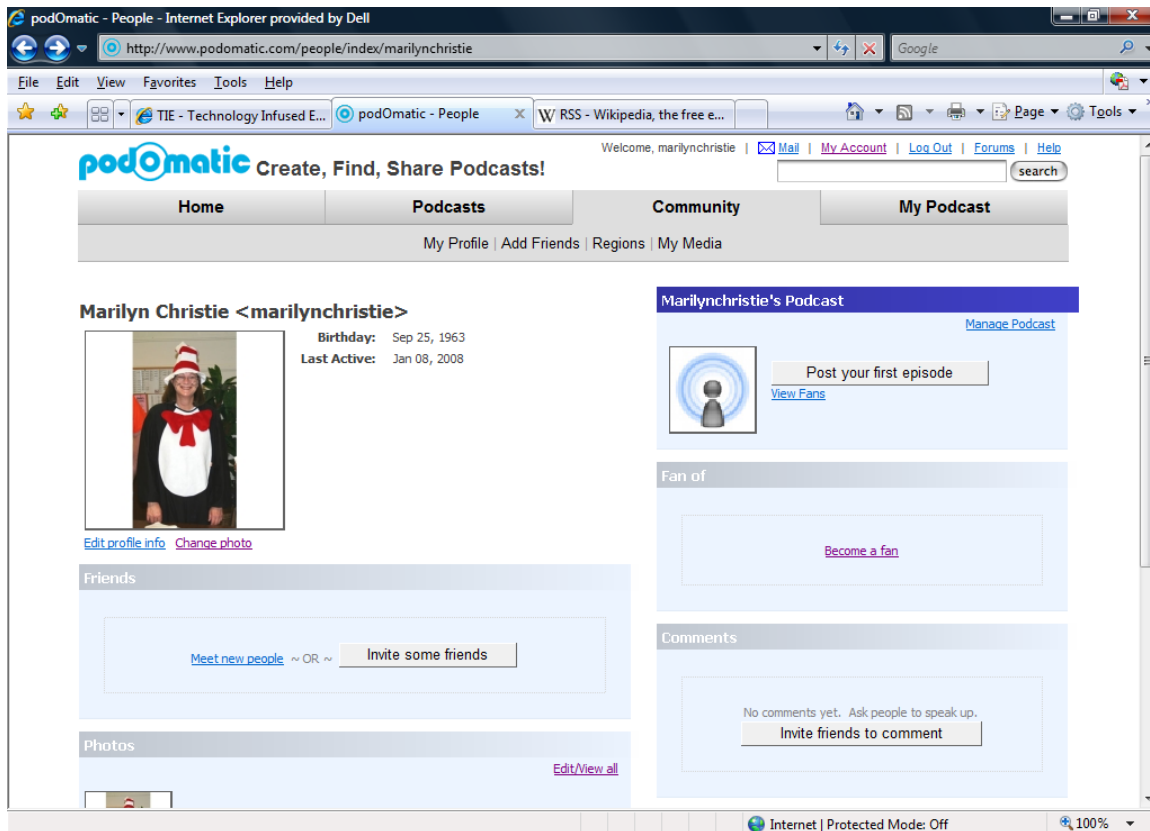


The screenshot shows the Podomatic sign-up page in an Internet Explorer browser window. The address bar shows the URL <https://www.podomatic.com/path/signup>. The page has a navigation bar with links for Home, Podcasts, Community, and Create a Podcast. Below the navigation bar, there is a section titled "Create a free Podomatic account:" with a link for "Already a member? Log in". The sign-up form includes fields for "Your name:" (with First and Last sub-fields), "Email:", "Gender:" (with Male and Female radio buttons), "Date of birth:" (with Year, Month, and Day dropdown menus), "Pick a Podomatic address:" (with a note that it's also the username), and "Password:" (with a note that it must be at least 6 characters). There is a "Sign Up" button at the bottom of the form. To the right of the form, there is a section titled "Why join Podomatic? You get:" with a list of benefits: "A free, customizable podcast page", "Detailed audience statistics", "An online community", and "Video and photo sharing". Below this list, it says "...and its FREE!". At the bottom of the page, there are links for Help, Terms, Privacy, Contact, About, Enterprise & Advertising, Press, and Pro Support. The footer shows the copyright notice "© 2007 Podomatic, Inc.".

Your next step is to **Add** a photo, so people know who you are. Click on the **browse button**, and point to the location of the photo, then click on **Upload**. If you don't have a photo, or did not bring one with you, click on the **Skip for now**.

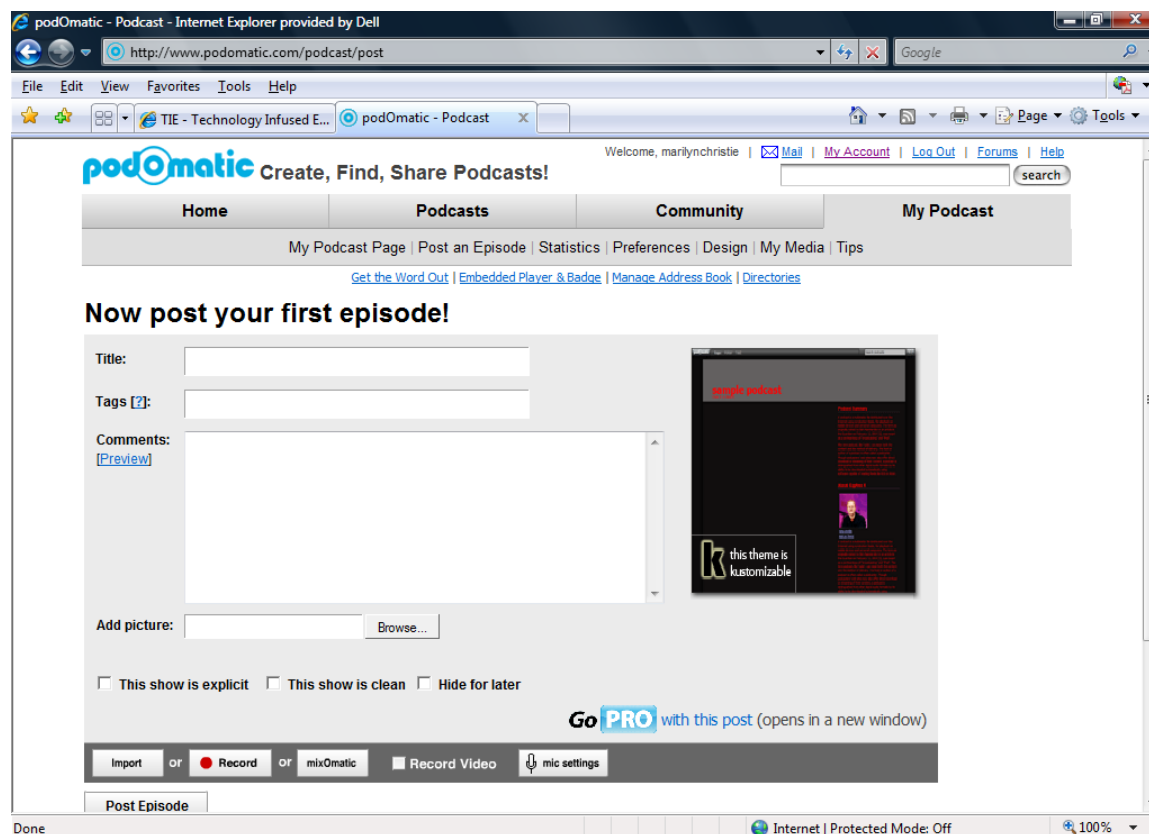
Creating your first Podcast

Click on **Post your first episode**.



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Begin by giving your new podcast a **Title**, **Tag** and **Comment**. A tag is a simple way for you to label your podcast so they will be easy to sort and retrieve. The comment describes your podcast to other users.



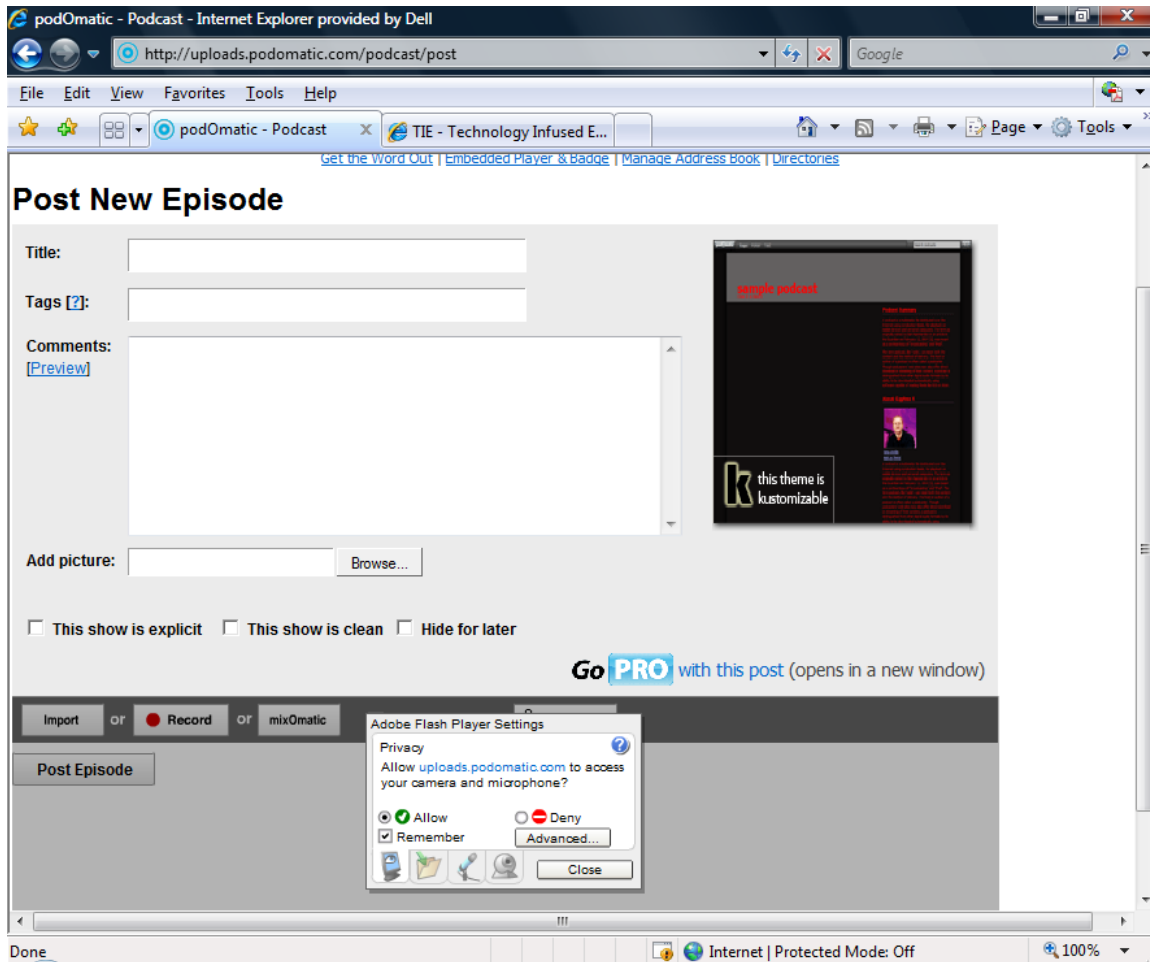
You can also rate your podcast; the most obvious choice is **This show is clean**.

Now with your headset in place click the **Record** button. It is best to have a written script at this point to avoid re-recording your podcast. The mic settings can be used to adjust volume to the microphone and to lessen the echo. If you are unable to record, then click on the **mic settings** button, click on the icon with the monitor and an eye, and verify that uploads.podomatic.com has access to your Adobe Flash Player. Be sure to check the **Remember** button as well. Click on **Close** and try recording again.

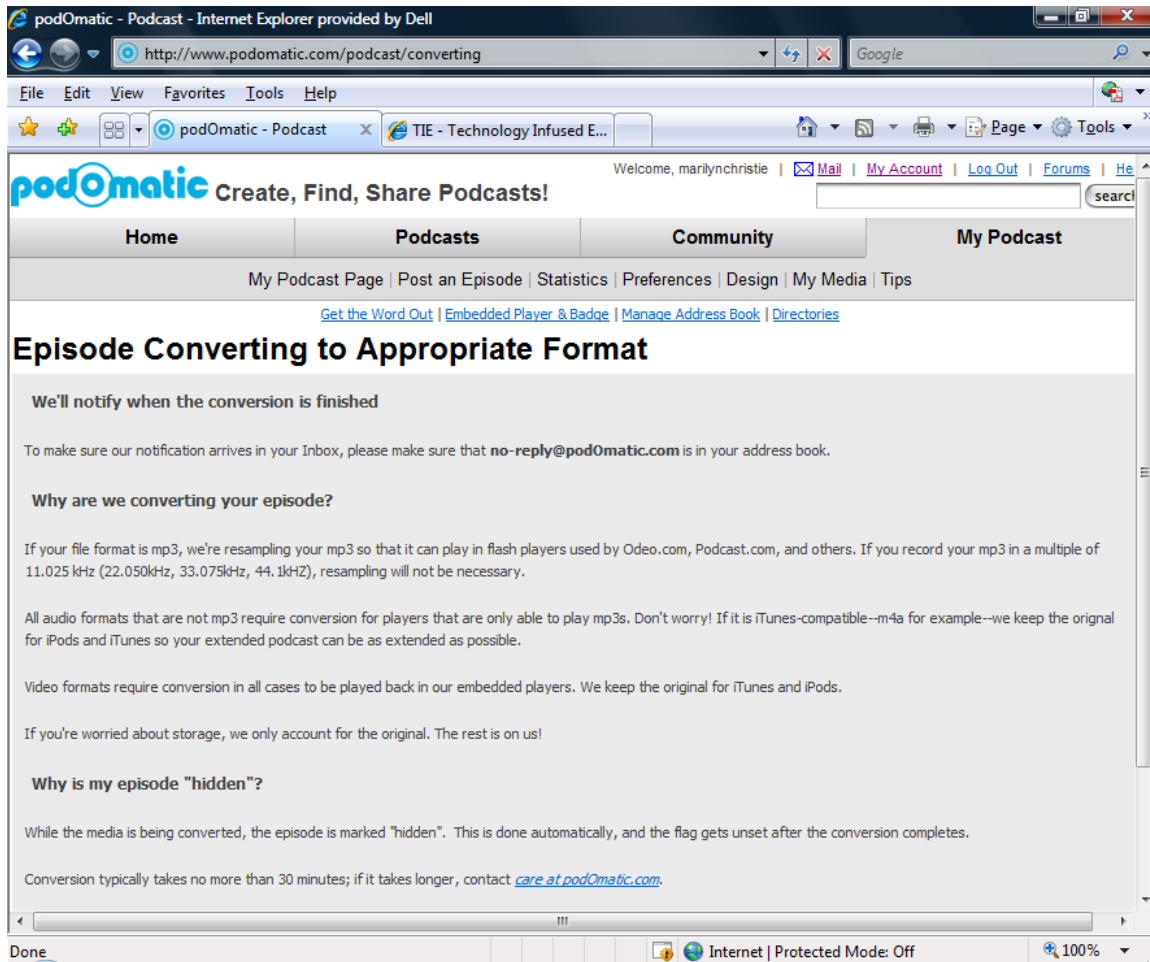
Note:

Podcasting is not only audio files but video as well. Notice the button above in the screen shot that says Record Video! Most digital cameras are capable of capturing video, or use a camcorder.

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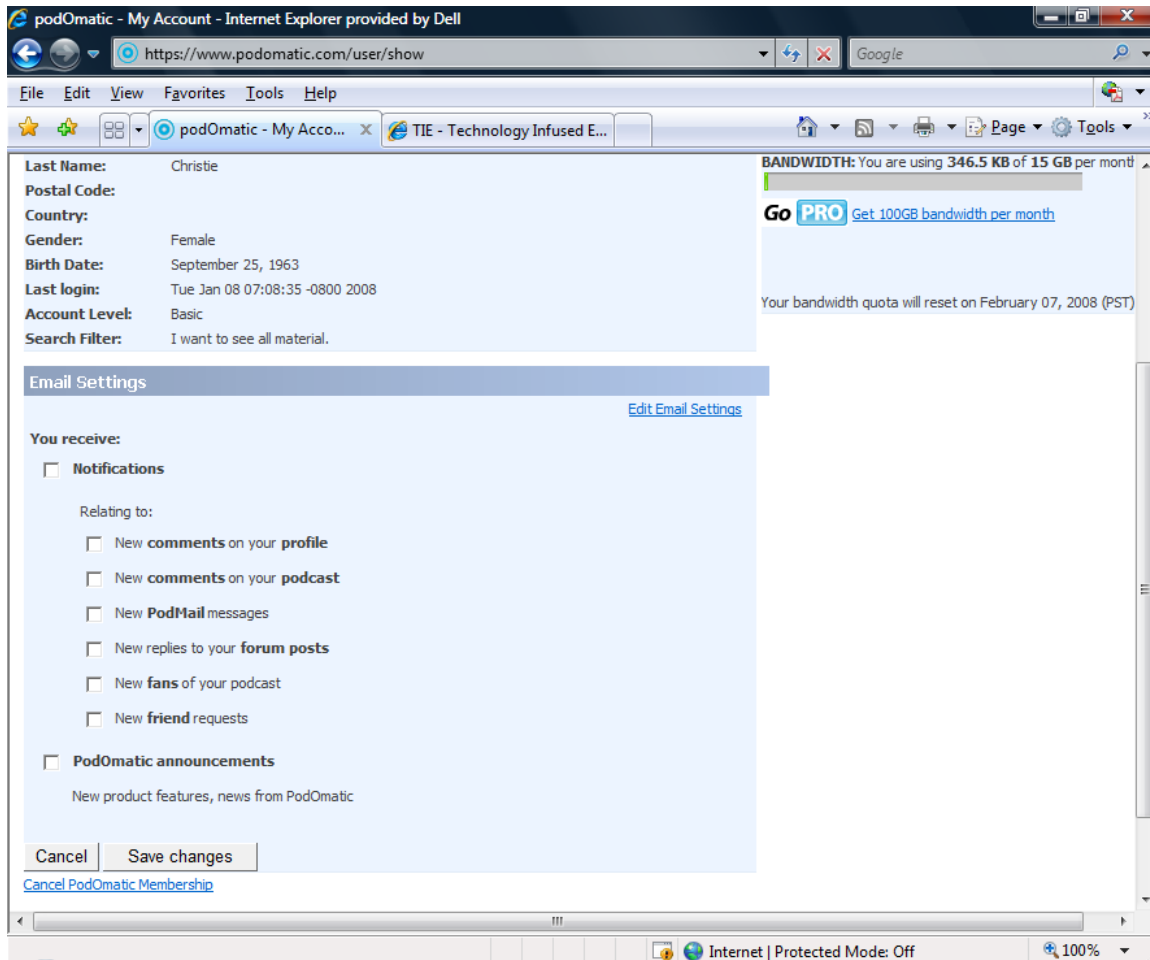


When you have completed recording or re-recording click on the **Post Episode** button. You will be taken to a new window as shown below, and you will receive an e-mail notification with an embedded link that will take the user directly to the website.



Changing Account Settings

To edit Account Settings click on **My Account**, click on **Edit Email Settings**, uncheck the Notifications and PodOmatic announcements, and click the **Save Settings** button.



If time allows, Participants can customize their PodOmatic web page by clicking on **My Podcast**, **Preferences**, and click on **View Templates**. A new window will open and the participant can select the Template of their choice. Close the new window the opened, and click on **Edit** across from **Edit Page Theme** and select the template of your choice. Finish by clicking the **Save** button and preview by clicking on **My Podcast Page**.

Here's a sample of the finished product. To visit, click on <http://marilynchristie.podomatic.com>

